



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 266<sup>th</sup> FINANCE COMMAND  
UNIT 29001  
APO AE 09007

AEUFC-FAPD

30 August 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Finance Policy Memorandum #4, Balkan Deployment Standardization Procedures

1. References.

a. DoD Financial Management Regulation (DoDFMR) 7000.14-R, Volume 5 (Disbursing Policy and Procedures).

b. DoD Financial Management Regulation (DoDFMR) 7000.14-R, Volume 7A (Military Pay Policy and Procedures – Active Duty and Reserve Pay).

2. Purpose. To standardize the procedures, policies, and responsibilities within 266<sup>th</sup> Finance Command (FINCOM) forward deployed offices in the Balkans.

3. Scope. The policy outlined in this memorandum applies to all Finance Offices under the command and control of the Commander, 266<sup>th</sup> FINCOM, while conducting deployed finance operations.

4. Policy.

a. Deployment Services.

(1) Technical Support. Finance Units will contact the 39<sup>th</sup> Finance Battalion (FB) and Finance and Accounting Policy Directorate (FAPD) for all finance technical support related issues to get resolution. If situation cannot be resolved at the FINCOM level, FAPD will elevate the issue(s) to the proper agency for resolution.

(2) Commercial Vendor Service (CVS) Support. Finance units will provide disbursing support to contracting officers and Army/joint contracting centers and activities in their respective areas of responsibility (AOR).

(3) Paying Agents. Funding of Paying Agents is authorized. Please refer to the Paying Agent Policy (Finance Policy #5) for further details and instructions.

(4) Leave and Earnings Statements (LES). Duplicate copies of the LES will be provided for deployed Soldiers in the AOR or allow Soldiers the opportunity to access MyPay to print

their LES. Home station finance battalions will provide the LESs IAW established garrison procedures.

(5) Check Cashing / Casual Payments. Direct deposit is required for all deployed Soldiers. Soldiers with checking accounts should bring checks, as the cashing of personal checks is the primary means for Soldiers to obtain monies in theater. Unit commanders will counsel their personnel to ensure coordination with their families to avoid bad checks and unpaid bills. The check-cashing limit within the theater of operations is \$745.00 **per month**. The casual pay limit is \$100.00 per month. Personal checks will not be cashed for active service members within 60 days of ETS, Reserve/National Guard members within 30 days of demobilization from active duty. Department of Defense (DOD) civilians will comply with these same restrictions. Civilian contractors can only use the Finance facilities if they have a written memorandum of agreement (MOA) between their employer and the local Finance unit commander. This MOA must establish a by name, per check, and monthly check cashing limit in addition to a guarantee to make restitution on any non-sufficient funds checks for their employees. The local Finance unit commander may establish exceptions to these limits for the purpose of the Fighter Management Pass Program (FMPP) and deposits for Soldiers into the Savings Deposit Program (SDP). NOTE: Active Component Soldiers are encouraged to make SDP deposits via allotment.

(6) Foreign Currency Conversion. Soldiers are prohibited from exchanging currency at other than official currency exchanges (i.e., banks, foreign exchanges, hotels, etc.). The servicing finance office may place limitations on the amount of currency converted based on currency availability. The currency conversion rate will fluctuate based on the official rate.

(7) Foreign Currency Reconversions. All reconversion of foreign currencies to U.S. dollars will occur at finance offices in the AOR prior to redeployment. Reconversions will only be authorized for service members within ten (10) days of redeployment or TDY/TCS to home station and/or the US. All reconversions will be IAW DoDFMR, Volume 5, Chapter 12.

(8) Travel Advances, Accruals, and Settlements. Please reference Processing Travel Vouchers for Deployed Soldiers within the United States Army Europe (USAREUR) (Processing Travel Vouchers for Deployed Personnel Finance Policy #13). The 39<sup>th</sup> FB processes all Army interim travel claims for Soldiers and civilians operating in the Balkans.

(9) EagleCash Card. The EagleCash Card replaces all U.S. currency used by personnel in the Multi-National Brigade-East (MNB-E). The EagleCash Card is the standard for U.S. currency transactions in theater. No checks will be cashed for U.S. dollars. Within five days of redeployment, Soldiers can cash out their EagleCash Card and receive U.S. Dollars.

b. Deployment entitlements.



(1) Imminent Danger Pay (IDP) / Hostile Fire Pay (HFP). IDP/HFP is authorized at \$225.00 per month for all Soldiers deployed to Bosnia, Croatia, Kosovo, and Macedonia. Soldiers must serve at least part of one day in the AOR in order to be eligible for the entitlement.

(2) Hardship Duty Pay (HDP). HDP is authorized for personnel assigned in Hungary, other than Budapest, at \$50.00 per month. Soldiers must serve more than 30 days in the AOR in order to be eligible for the entitlement.

(3) Combat Zone Tax Exclusion (CZTE).

(a) Monthly pay is Federal Income Tax exempt up to the pay of the Sergeant Major of the Army plus HFP/IDP in SFOR and KFOR.

(b) Soldiers have up to 180 days after redeployment to file federal income taxes. Please write "Operation Joint Forge (SFOR) or Operation Joint Guardian (KFOR) from (start date) to (end date)" at the top of the return so there will not be a late fee or penalty.

(c) All active and reserve members accrue 2.5 days of CZTE leave for every month spent in a CZTE location. Soldiers must serve only part of one day in the AOR in order to be eligible for the entitlement. Soldiers who redeploy and take leave in their redeployment month will derive no CZTE benefit for those leave days used since CZTE already applies for that month. Soldiers that take CZTE leave in a non-CZTE month will have their taxable wages adjusted accordingly (CZTE leave is computed the same as special leave accrual (SLA) - see example below under SLA). Soldiers who exceed the non-taxable monthly income limit will not accrue non-taxable leave.

(4) Savings Deposit Program (SDP). Soldiers can deposit up to \$10,000 of unallotted pay and allowances into the SDP with interest accrual at the rate of 10% per annum. NOTE: members assigned to Operation Joint Forge (OJF) must serve 30 consecutive days or at least one day in each of three consecutive months in the OJF area to be eligible for SDP. The finance office will collect deposits in the form of an allotment (preferred method), check, cash, or money order. Funds should be withdrawn no later than 90 days after redeployment by written request to DFAS-CL, ATTN: Code FMCS, 1240 E. 9<sup>th</sup> St., Cleveland, OH 44199-2055. The SDP Withdrawal Request Form can be found on the 266<sup>th</sup> FINCOM website at <https://www.266fc.hqusareur.army.mil> under the "HOT TOPICS" menu.

(5) Family Separation Allowance (FSA Type II). Soldiers separated from their family members for more than 30 days are entitled to FSA-II, payable at \$250.00 per month or \$8.33 per day. FSA-II is also authorized for Soldiers married to Soldiers without other dependents.

(6) Special Leave Accrual (SLA). Soldiers can carry forward up to 90 days of leave over the end of the fiscal year (30 Sep XX). All leave is charged on a last-in, first-out (LIFO) basis and thus leave is immediately recomputed upon input into the finance system to determine

balance of regular leave and SLA. Soldiers must plan leave carefully to avoid losing leave. For example:

<b>SOLDIER LOSES ALL DAYS SLA</b>	
65	LEAVE BALANCE AS OF 1 OCT XX
2.5	OCTOBER EARNED LEAVE
2.5	NOVEMBER EARNED LEAVE
-10	21-30 NOVEMBER ORDINARY LEAVE (5 days are subtracted from regular leave earned in Oct/Nov and the other 5 days are subtracted from the 5 days SLA)
60	TOTAL LEAVE BALANCE – <b>(5 DAYS SLA GONE DUE TO LIFO)</b>
25	DECEMBER – SEPTEMBER EARNED LEAVE (NO OTHER LEAVE TAKEN)
85	BALANCE AT EOM SEPTEMBER – 25 USE/LOSE LEAVE DAYS
-25	USE/LOSE DAYS
60	BALANCE CARRIED FORWARD TO NEXT FY

Soldiers who meet one of the criteria below, should contact their local personnel office for SLA processing procedures:

(a) If the Soldier earns HFP/IDP and is deployed for more than 120 continuous days SLA is an automatic entitlement.

(b) Soldiers whose duty assignment and operational requirements prevent the use of leave may be entitled to SLA. Commanders in the grade of O-5 or above are the approving authorities.

(c) Soldiers who meet all the following conditions, and have approval from the first commander in the grade of O-5 or above, may also qualify for SLA:

1. Deployed for a lengthy period, normally 60 or more days.
2. Deployed to meet a contingency operation of the United States.
3. Deployed to enforce national policy or an international agreement based on a national emergency or in the need to defend national security.
4. Prevented from using leave through the end of the fiscal year because of deployment.

(7) Separate Rations (SR). SR is authorized for all enlisted personnel due to the TDY/TCS status and will not be collected for meals consumed while deployed.

(8) Per Diem. All DOD personnel will be on TDY/TCS status and entitled to per diem minus provided lodging and meals. In nearly all cases, government lodging and government



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meals will be provided and the net per diem entitlement for each individual will be \$3.50 per day. Soldiers are highly encouraged to wait until travel voucher settlement to receive the authorized per diem. Civilians on TCS orders to the Balkans are not authorized incidental expense of \$3.50 per day.

(9) Cost of Living Allowance (COLA) and Overseas Housing Allowance (OHA). Because of the TDY/TCS status, COLA and OHA will continue per service regulation during deployment.

c. Deployment Entitlement Documentation. For military personnel deployed in the Balkan region for less than 30 days, home station Finance offices will code all proper downrange entitlements. For military personnel deployed for more than 30 days, downrange Finance units will start deployment entitlements based on the personnel listing and flight manifests. Supported units are required to provide Finance units (both downrange and at home station) with an updated roster for comparison and possible corrections.

5. The point of contact is Military Pay Policy at DSN 379-7587.



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